



Duo Security Self-Enrollment Guide (tablet)

Refer to the step-by-step guide below to register your tablet with Duo in EES or EBS.

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Registering your tablet with Duo


Duo prompts you to enroll the first time you log in to a protected VPN or web application when using a browser or client application that shows the interactive Duo web-based prompt, as you will see beginning in Step 2. Upon successful enrollment with Duo, each subsequent login to EES or EBS will only require authentication, shown in Step 9 below.


Step 1: EES/EBS login screen

Log in to **EES or EBS** as normal using your username and password and selecting Sign In.

Step 2: Duo welcome screen

Select **Start setup** to begin registering your device.



[What is this?](#) 

[Need help?](#)

Protect Your SC PEBA Account


Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.


This process will help you set up your account with this added layer of security.

Start setup

Step 3: Choose your authentication device type

Select **Tablet**, then select **Continue**.



[What is this?](#) 

[Need help?](#)

What type of device are you adding?

☐ Mobile phone **RECOMMENDED**

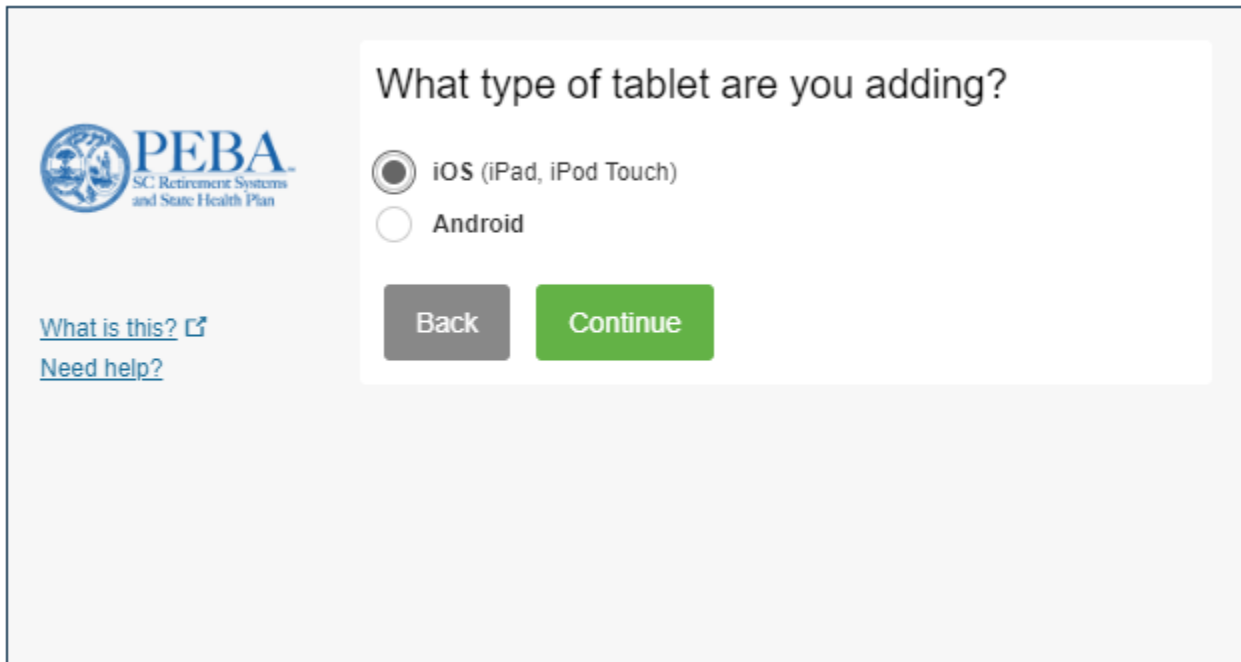
☒ **Tablet** (iPad, Nexus 7, etc.)

☐ Landline

Continue

Step 4: Choose platform

Choose your device's operating system and click **Continue**.





The screenshot shows a web interface for the PEBA SC Retirement Systems and State Health Plan. On the left, there is a logo for PEBA and two links: "What is this?" and "Need help?". The main content area is titled "What type of tablet are you adding?". It features two radio button options: "iOS (iPad, iPod Touch)" which is selected, and "Android". At the bottom of this section are two buttons: "Back" and "Continue".

Step 5: Install Duo Mobile

Duo Mobile is an app that runs on your tablet and helps you authenticate quickly and easily. It is required for enrollment of a tablet. Duo Mobile is fast and easy and does not require cell service.


Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the app, return to this window and select **I have Duo Mobile installed**.



[What is this?](#) 

[Need help?](#)

Install Duo Mobile for iOS




1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#)[I have Duo Mobile installed](#)

Step 6: Activate Duo Mobile

Activating the tablet links it to your account so you can use it for authentication.


On your tablet, activate Duo Mobile by scanning the barcode with the app's built-in barcode scanner. Typically, you can open your tablet's camera to use the built-in barcode scanner.



[What is this?](#) 

[Need help?](#)


Activate Duo Mobile for iOS




1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.


[Email me an activation link instead.](#)

[Back](#)[Continue](#)



[What is this?](#) 
[Need help?](#)

Activate Duo Mobile for iOS



1. Open Duo Mobile.
2. Tap the "+" button.
3. Scan this barcode.


[Email me an activation link instead.](#)


Back

Continue

Can't scan the barcode? Select **Email me an activation link instead** and follow the instructions below.

You may choose to activate via email by selecting Email me an activation link instead. Enter your email address and select **Send email**.



[What is this?](#) 
[Need help?](#)

Activate Duo Mobile by Email


1. Enter an email address that you can check on your iOS device. We'll send you a special link that you can click to activate Duo Mobile.


Send email

2. Once you've clicked the link, click Continue below.

Back

Continue




[What is this?](#) 

[Need help?](#)

Activate Duo Mobile by Email

1. Enter an email address that you can check on your iOS device. We'll send you a special link that you can click to activate Duo Mobile.

2. Once you've clicked the link, click Continue below.

Email sent; please click the link in the email. 

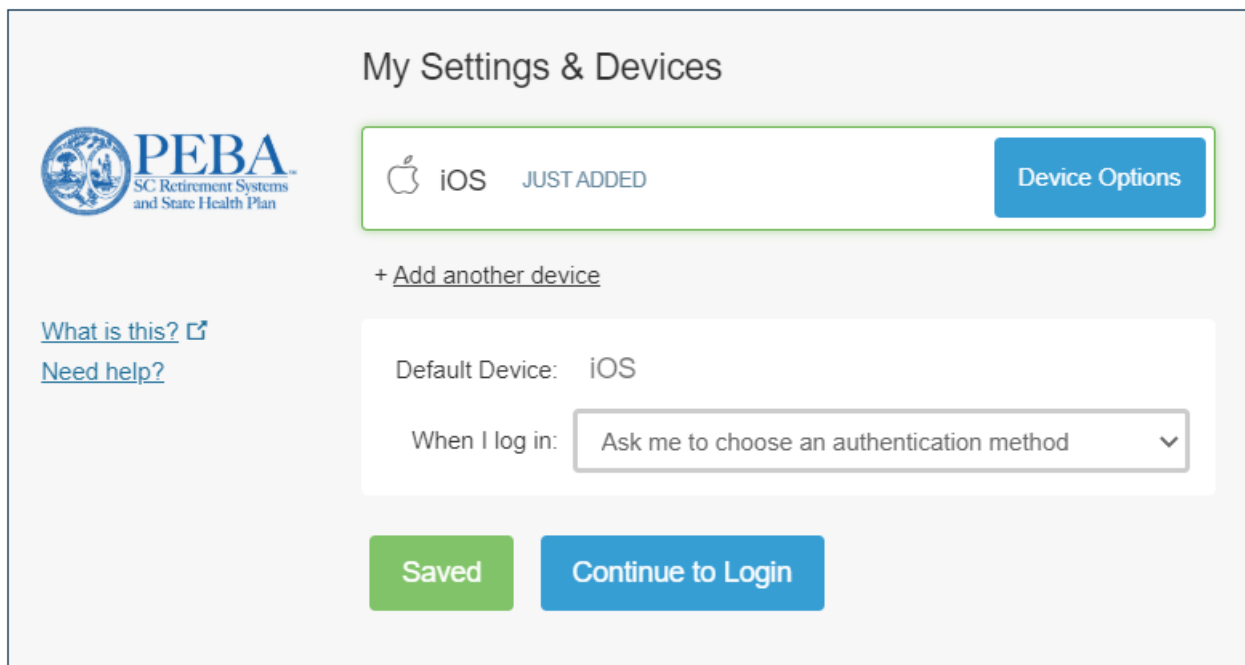
Open the email and click the link. The link will open the Duo Mobile application and display a 6-digit authentication code.

After scanning the barcode or receiving the authentication code in the app, return to this window and click **Continue**.


Step 7: Configure device options (optional)


You can use **Device Options** to give your tablet a more descriptive name, or you can click **Add another device** to start the enrollment process again and add a second phone or another authenticator. This more advanced option is addressed in the Manage Settings and Devices guide. **We recommend that you enroll both a primary and backup device for two-factor authentication.**

If this is the device you'll use most often with Duo, then you may want to enable push requests by changing the **When I log in** option and changing the setting from "Ask me to choose an authentication method" to "Automatically send this device a Duo Push" and select **Save**. The button will change to **Saved** to indicate that the save was successful. With one of the automatic options enabled, Duo automatically sends an authentication request via push notification to the Duo Mobile app on your tablet.




My Settings & Devices

 **PEBA**
SC Retirement Systems
and State Health Plan

[What is this?](#) 

[Need help?](#)

 **iOS** JUST ADDED [Device Options](#)


+ [Add another device](#)

Default Device: iOS

When I log in: Ask me to choose an authentication method ▼

[Saved](#) [Continue to Login](#)

My Settings & Devices

 SC Retirement Systems and State Health Plan

Apple iOS JUST ADDED [Device Options](#)

+ [Add another device](#)

Default Device: iOS

When I log in: Ask me to choose an authentication method ▼

Ask me to choose an authentication method


Automatically send this device a Duo Push

[What is this?](#) [Need help?](#)

[Saved](#) [Continue to Login](#)

Select **Continue to Login** to proceed to the Duo Prompt.

Choose an authentication method

 SC Retirement Systems and State Health Plan

☒ Duo Push **RECOMMENDED** [Send Me a Push](#)

☐ Passcode [Enter a Passcode](#)

☐ Remember me for 10 hours

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in. [X](#)

Step 8: Authenticate with Duo

Your device is ready to approve Duo push authentication requests. Select **Send me a Push** or **Enter a Passcode** to authenticate.

Send me a Push

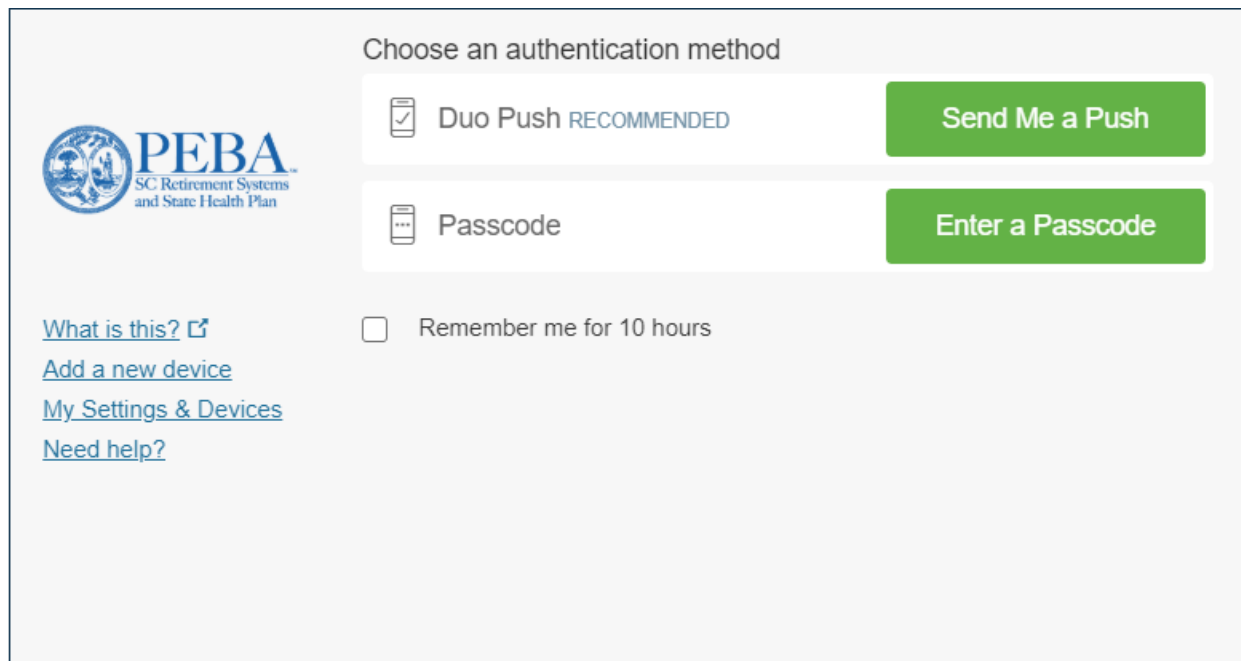
Open your Duo Push tablet and select Approve to proceed.

Enter a Passcode


Open the Duo Mobile application on your tablet and take note of the authentication code. Return to this window, enter the code into the box and click **Log in** to continue.


Remember me for 10 hours

Selecting this option prior to the desired authentication method will log you in for 10 hours. You will not be required to authenticate again with Duo until the 10-hour time period has expired.



Choose an authentication method

 Duo Push **RECOMMENDED** [Send Me a Push](#)

 Passcode [Enter a Passcode](#)

☐ Remember me for 10 hours

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Step 9: EES/EBS login successful

After authentication, you should now be at the home page of the EES or EBS application. Congratulations, Duo enrollment is now complete.

Each time you log in to EES/EBS now, you will be prompted to authenticate. Refer to Step 8.